

# **NOTICE OF OPPORTUNITY FOR TECHNICAL ASSISTANCE**



**U.S. Department of Energy  
Golden Field Office**

**Solar America Initiative (SAI)**

**Market Transformation: Solar America Showcases, FY2008**

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**NOTICE OF OPPORTUNITY FOR TECHNICAL ASSISTANCE  
FOR  
SOLAR AMERICA SHOWCASES**

**DE-PS36-08GO98011**

**PART I – OVERVIEW AND DESCRIPTION OF TECHNICAL ASSISTANCE**

Under this Notice of Opportunity for Technical Assistance, the U.S. Department of Energy (DOE) will provide Technical Assistance to large-scale, high-visibility solar installation projects that have the ability to impact the market for solar technologies through large project size, use of a novel solar technology, and/or use of a novel application for a solar technology. In addition, it is desired that the project be replicable or have replicable components. Large-scale installations may include photovoltaic, concentrating solar power, solar water heating, and solar space heating applications.

**Technical assistance will not be provided for research, product development, or early stage testing and evaluation of any technology or product.** Solar America Showcases focus on providing support to projects in which a commercially-ready technology is to be installed in a large-scale application with full financial project commitment already in place. Support for research, product development or early stage testing and evaluation of solar products or technologies may be available under other Solar America Initiative opportunities.

DOE **will not** purchase hardware or otherwise provide direct funding to organizations selected from this Notice.

**A. Overview**

In January 2006, the President announced his Advanced Energy Initiative, which “provides for a 22-percent increase in funding for clean-energy technology research at the Department of Energy. To change how we power our homes and offices, we will invest more in zero-emission coal-fired plants, revolutionary solar and wind technologies, and clean, safe nuclear energy.”<sup>1</sup>

An integral part of this Initiative is the DOE’s *Solar America Initiative* (SAI). The goal of the SAI is to reduce the cost of solar photovoltaic technologies so that they become cost-competitive by 2015. The SAI represents a significant enhancement of DOE’s business strategy of partnering with key stakeholders to accelerate commercialization of photovoltaic (PV) system R&D to meet aggressive cost and installed capacity goals. To learn more about SAI: [http://www1.eere.energy.gov/solar/solar\\_america/index.html](http://www1.eere.energy.gov/solar/solar_america/index.html)

To implement the SAI, the DOE will pursue an R&D strategy that is segmented into three manageable three-year phases. These phases will progressively reduce the cost of commercially-available PV systems and components, and will ultimately yield commercial products and production processes that achieve the energy cost goals and support installed capacity targets of 5-10 gigawatts (GW) by 2015.

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<sup>1</sup> President George W. Bush, *Advanced Energy Initiative*, The White House National Economic Council, Feb. 2006.

To complement the R&D and testing/evaluation activities that are the backbone of the SAI, the DOE will conduct Market Transformation (MT) efforts, with a mission to reduce market barriers and promote market expansion of solar energy technologies through non-R&D activities. MT activities fall into two areas: 1) activities which provide technical, regulatory, institutional, financial and educational solutions to Market Transformation barriers; and 2) those which accelerate demand for new solar technologies primarily through provision of Technical Assistance. This Notice falls in the latter of these two areas.

There are several aspects to SAI MT that define it as a new approach for DOE and should be kept in mind by organizations in formulating applications:

- *SAI MT is looking to identify and remove market barriers.* Through its infrastructure development activities, DOE is seeking to identify and minimize or remove barriers to solar technology commercialization as quickly and efficiently as possible.
- *SAI MT is looking for significant market changing activities.* Given the proximity of the 2015 goal, DOE is seeking to make large and significant changes in the marketplace through its market transformation activities.
- *SAI MT is focused on near- and mid-term results.* Accordingly, emphasis will be on projects and activities with the greatest potential to assist the DOE in reaching its SAI cost-competitiveness goal by 2015.
- *SAI MT is looking for performers and partners who are committed to the SAI mission.* In order to achieve the SAI mission of 2015, DOE is inclined to partner and work with motivated entities who will also benefit from achievement of the SAI mission.

## **B. Solar America Showcases Description/Objectives**

The purpose of Solar America Showcases (SAS) is to accelerate demand for solar technologies among key end use market sectors. Under this activity, **DOE will provide Technical Assistance to large-scale, high-visibility solar installation projects that have the ability to impact the market for solar technologies through large project size, use of a novel solar technology, and/or use of a novel application for a solar technology. In addition, it is desired that the project be replicable or have replicable components.** It is not expected that all projects will meet all of these parameters, but projects would ideally reflect some or most of these qualities. Showcases may utilize photovoltaic (PV), concentrating solar power (CSP), and solar water/air heating (SWAH) applications.

DOE will not purchase hardware or otherwise provide direct funding to organizations selected from this Notice.

To provide more guidance as to the types of installations DOE is looking to support, additional information is provided below on the parameters for (and examples of) projects for which DOE anticipates receiving requests for Technical Assistance under this Notice.

Regarding the **scale** of the project, DOE is looking for projects with total capacity in excess of 100 kW. Projects may include multiple sites, and do not have to be co-located. In addition to the initial installation, the kW total may also include planned follow-on activities (direct replication efforts). Examples include installations in residential subdivisions, shopping centers, office buildings or parks, big box retail locations, factories, and utility solar production.

Regarding the **visibility** of the project, DOE anticipates projects that are centrally located in towns, are sited near highly trafficked vehicle or pedestrian areas, house hundreds of residents or workers, are a part of an area frequented by tourists, are part of a popular public destination (e.g. shopping centers, courthouses, etc.) or have some other high visibility component. The project would also have an outreach component that provides information about the installation.

Regarding the **novel solar technology**, DOE proposes to support projects that introduce new solar technologies that hold the promise of reducing initial costs, simplifying installation, and boosting consumer confidence, but which have little testing to date that demonstrates such improvements. Examples include new cell or module technology, new materials, or innovative installation and mounting techniques. By offering Technical Assistance, DOE envisions helping these new solar technologies develop a performance record in the marketplace, identify technical problems early in mass product releases, and devise solutions and alternatives that move specific solar technologies to cost-competitiveness by 2015.

Regarding the **novel solar application**, DOE expects to support projects that utilize solar technology in new ways. One example would be to include new methods of building integration beyond traditional roof-mounted modules. DOE also supports innovative designs and methods that open up previously untapped markets or end uses to solar technology adoption. Acceptable Solar Applications could also include those that are currently in use in other geographic areas, but not in the vicinity (State, region) of the proposed site.

Regarding **replicability**, DOE expects to support projects that can either be replicated by the entity requesting the Technical Assistance or by others. The entire project should be replicable, or have replicable components, unless installations are of an extremely large size that justifies DOE support without replicability. Replication of projects is a critical component to advance solar commercialization.

To improve the overall impact of the project, teaming by the entities requesting the Technical Assistance under this Notice with other relevant stakeholders is encouraged. DOE also encourages incorporating energy efficiency measures with solar technologies in all building/facility applications as part of the projects supported by this Technical Assistance.

Technical assistance will not be provided for research, product development, or early stage testing and evaluation of any technology or product. Solar America Showcases focus on providing support to projects in which a commercially ready technology is to be installed in a large-scale application with full financial project commitment already in place. Support for research, product development or early stage testing and evaluation of solar products or technologies may be available under other Solar America Initiative opportunities.

### **C. Amount of Technical Assistance**

Subject to annual Congressional appropriations, the estimated value of the Technical Assistance to be available under this Notice is approximately \$1,000,000 for FY2008. Technical Assistance may be provided to selected projects until the total Technical Assistance budget has been allocated or all selected projects have received the appropriate amount of Technical Assistance. DOE may choose to offer a similar opportunity for Technical Assistance in future years.

#### **D. Expected Number of Agreements and Period of Performance**

DOE anticipates entering into from 5 to 15 agreements to provide Technical Assistance to selected organizations for their solar installations. The actual number of agreements will depend on the amount of Technical Assistance required by selected projects and the amount of DOE funding available to support the Technical Assistance. See Part II – Eligibility and Policy Requirements, B. Memorandum of Agreement, for more information about the agreements.

The period of performance of any individual agreements will be negotiated to accommodate the specific project being supported. Typical projects will range from 18 to 24 months in length.

#### **E. Description of Technical Assistance**

DOE will provide tailored hands-on Technical Assistance to the selected organization(s) through the use of specifically assembled Technical Assistance Teams. Members of these Teams will be subject matter and technical experts in areas such as, architecture, finance, planning, project management, etc. Significant participants of these Teams will be the National Renewable Energy Laboratory (NREL), Sandia National Laboratories (SNL), and the Southwest and Southeast Regional Experiment Stations (RESs), which are housed at New Mexico State University and Florida Solar Energy Center respectively. Other entities may be added to the teams as necessary. DOE may choose to contract for non-lab Technical Assistance Team members, mainly to provide the non-solar-specific Technical Assistance, through a separate procurement instrument.

Technical Assistance provided under this Notice is designed to help entities make informed decisions. Technical Assistance Teams will provide information and options to enable policy, planning, and purchasing decisions. DOE and the Technical Assistance Teams will not direct behavior or decisions, or require entities to take any particular course of action. The role of DOE stops short of the actual decision-making.

Technical Assistance Team personnel will provide Technical Assistance for a wide variety of activities. Some examples of the types of Technical Assistance that will be available to support projects are listed below:

##### **Solar Technology Assistance:**

- Technology Selection: Determining the suite of appropriate technology solutions for desired applications, including aspects of system integration and optimization of various components available in the marketplace.
- User Training: Ensuring appropriate user and other stakeholder training for long-term project sustainability.
- Monitoring: Conducting performance monitoring of installed PV systems, through the installation of data acquisition systems, field testing, remote monitoring, and other means of data collection and analysis.

##### **Local/Municipal Planning:**

- Regulatory Support: Expertise in regulatory statutes, issues and resolutions associated with solar energy systems projects (e.g. zoning, permitting) within local/federal government jurisdictions, including special economic development zones, for residential, commercial, and industrial projects.
- Policy-Making: New policies may be required at the corporate or municipal/state/federal levels to ensure that projects are properly implemented, planning is done for longer-term

operability of installations, and that funds are made available in the future for any maintenance actions.

**Market/Financial Support:**

- Project Financing: Analyses (cost/benefit, IRR, etc.) on options available, interface with the financial community to locate and secure sources, and facilitate all related transactions.
- Insurance: Expertise in insurance issues and issue resolution for solar energy systems on buildings or in the built environment.
- Market Analysis and Consumer Behavior: Expertise in market trends, market and consumer behavior, focus groups, and renewable energy market analysis will be available to determine how well potential projects can lead the way for broader markets.

**Architectural/Structural Support:**

- Building Codes Review: Expertise in determining compliance with all applicable codes, including site, mechanical, and electrical.
- Architecture: Architectural expertise in solar design principles in residential/commercial/industrial buildings to help ensure projects are well integrated into existing and new construction.
- Structural Analysis: Expertise in building-mounted solar systems, where issues of weight, wind, and other loading must be taken into account. Structural engineers will conduct appropriate analyses to assure safety and security of proposed installations on retrofit and new construction, and will assure concurrence with all applicable codes and standards.

**Technical Project Implementation:**

- Preparation of bid-specifications: Developing performance specifications for the procurement of residential, commercial, and industrial-scale solar energy projects.

**Overall Project Management:**

- Facilitation: Expertise in interaction among diverse groups for large-scale and urban projects requiring facilitation of meetings, project schedules, design charrettes, and other collaborations.
- Communications: Developing “success stories” and “best practices” guides for the technical implementation of projects in all relevant market sectors, and conducting outreach activities to increase understanding of new and existing stakeholder partners.

## **PART II – ELIGIBILITY AND POLICY REQUIREMENTS**

### **A. Eligible Entities to Receive Technical Assistance**

Any legal entity, to include private sector for-profit and non-profit organizations, State and local governments, and trade and other associations may request DOE Technical Assistance under this Notice, so long as the installation proposed by the organization, and for which the Technical Assistance will be provided, is located in the United States.

Federal agencies are not permitted to request Technical Assistance under this Notice.

Federally Funded Research and Development Center (FFRDC) Contractors may not submit a request for Technical Assistance, may not participate as a team partner with any entity requesting Technical Assistance, and may not assist any entity with their submission of a request for Technical Assistance under this Notice.

Nonprofit organizations described in section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995 are not permitted to submit a request for Technical Assistance under this Notice.

### **B. Memorandum of Agreement**

Technical Assistance described under this Notice will be provided via a Memorandum of Agreement (MOA) between DOE, the organization selected to receive the Technical Assistance, and the Technical Assistance Team Leader responsible for providing the Technical Assistance. A MOA is a collaborative agreement between the Federal Government and other parties to work together on a mutually beneficial activity. The MOA will detail the scope of the Technical Assistance activities, the forms of collaboration, the responsibilities of the partners to the Agreement, and the treatment of any potential intellectual property. Federal funding will not be provided to a partner under a MOA. A MOA format is attached in Appendix A to this Notice.

### **C. Proprietary Information and Other Intellectual Property Requirements**

It is not anticipated that the Technical Assistance activities conducted by the partners under a MOA that results from this Notice will generate intellectual property; however, the interaction of the selected organizations to receive Technical Assistance from this Notice and the Technical Assistance Team members may involve proprietary information and other intellectual property. Representatives of the parties to the MOA will be required to maintain the confidentiality of all sensitive information that they acquire during collaboration of the project being supported, such as project reviews.

### **D. National Environmental Policy Act Requirements**

The National Environmental Policy Act (NEPA) was signed into law on January 1, 1970. The law requires federal agencies to consider the environmental impacts of the programs they fund, prior to taking any “major” or “significant” action on the project. DOE will review the project information and determine the extent of NEPA review and documentation that will be required before DOE can authorize federally funded Technical Assistance for specific projects or project tasks. DOE may consider the entire project inclusive of federal support, when evaluating potential environmental impacts.



## PART III – CONTENT OF SUBMISSIONS AND SUBMISSION INSTRUCTIONS

### A. Content of Submissions

A Project Narrative document must be submitted. This document must include the proposed project objectives, detailed project description, and other information requested below. It must be formatted to address each of the Technical Review criteria and sub-criteria listed in Section V.B of this Notice. The project narrative must not exceed 25 pages (including cover page which identifies the Applicant's Legal Name and Organizational Unit, Title of Project, Taxpayer Identification Number, Organizational DUNS, Street Address, Points of Contact, phone numbers, and email addresses; table of contents; charts; graphs; maps; photographs; and other pictorial presentations) when printed using standard 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right). The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the request for Technical Assistance. **Evaluators will review only the number of pages specified.** The project narrative page limit does not include the commitment letter or resume attachments.

**Note: Save the Project Narrative in a single file named "Project.pdf".**

The project narrative should describe the ability of the organization to successfully complete the proposed project, and must include:

#### **Project Objectives and Description:**

- a. Project Objectives: Provide a clear, concise statement of the specific objectives/aims/purpose of the proposed project. This one page project summary should be written for public disclosure and not contain any propriety information.
- b. Full Project Description: A detailed description of the proposed project that, if known at the time of the request, includes:

#### **Project Impact:**

- Size of installation in kW (or kW equivalent for thermal technologies), along with the methodology used to calculate the size. Provide assumptions, references and calculations for installation estimates.
- Location of installation (both a geographic location such as "Des Moines, IA" and a local description "rooftop installation on Main Street Mall") and a description of that location and the organization's rationale/basis for its selection. Provide a detailed description of the visibility of proposed project, including the estimated annual number of distinct visitors/viewings of the installation site. Note: Projects may include multiple sites, and do not have to be co-located. For example, a college could submit a request for Technical Assistance for a project for placing PV on multiple buildings across the college campus, or a developer on multiple locations within an office park. In another example, a "big box" retailer could propose a project for solar water heating projects on different store locations across a broad area. Assurances must be made that projects spread across more than one location would be centrally managed to ease the provision of Technical Assistance by DOE.

- Type(s) of solar technology to be used and rationale for selecting this technology. Describe the innovative aspects and technical feasibility of the chosen solar technology and/or application.
- Describe the potential for replication of the installation, both by the organization and by others. If the organization is committed to additional installations after successful completion of proposed project, include a letter/statement of such commitment.
- Other impacts:
  - Outreach/education that the organization will conduct regarding the installation characteristics and solar energy benefits. Examples could include permanent installation of a kiosk at the site, mass media advertising, mailed brochures, publicity events, school interaction, etc. Sustainability of outreach/education program is encouraged.
  - If installation is to be placed on a building or facility, describe any energy efficiency measures that are part of the project plan. Organizations submitting a request for a PV project should indicate if the project is building-integrated (BIPV) or not.
  - Statement of any additional energy, environmental or other benefits gained from the project by the locality, State, or Nation.

#### **Project Implementation:**

- Status of proposed solar installation, including any planning/scoping/construction or any other work done to date. Include description of any corollary work performed by the organization or others to date (e.g., construction of the building on which solar project will be housed) and the status of such work.
- Provide a project timetable of the important activities or phases of the project, including any activities planned beyond the timeframe of Technical Assistance provided. Organizations whose projects are selected for Technical Assistance under this Notice will be required to use this project timetable to report progress. If a project timetable is not yet established at the time of submission, milestone dates may be shown as “XX days/months” after the project start date or MOA approval date. However, the schedule will be finalized, prior to final MOA approval.
- Provide the estimated total costs for the installation, **excluding** the cost of the requested Technical Assistance. This should include all activities/projects/elements that are necessary to complete the installation. Identify all parties responsible for paying costs and the financial resources of the organization (and partners, as applicable).
- Describe any known, or reasonably foreseeable, obstacles to the successful completion of the installation, including issues such as zoning, construction delays, city/government ordinance issues, permits, citizen objections, labor disputes, material shortages, etc. Include plans to resolve the identified obstacles, if known.
- Letter(s) of commitment from the organization (and partners, as applicable) must provide sufficient evidence of financial resources and stability to ensure that project can be completed. Examples of financial resources could include letters of intent, R&D investments to date by the team, evidence of track record for financing and

implementing commercial scale projects, and cash-on-hand available to complete the project. Letter(s) of commitment from project participants should include: (1) the name of the project participant organization; (2) the proposed dollar amount to be provided for the project; and/or (3) the type of resources and participation expected of the organization. Letter(s) of commitment should be addressed to the Agency Contact listed in Part VII – QUESTIONS/AGENCY CONTACTS, B. AGENCY CONTACT.

**Note: Save all Commitment Letters from Project Participant in a single file named “CL.pdf”, separate from the Project Narrative (Project.pdf) file.**

**Technical Assistance Requested:**

- Describe the types of Technical Assistance desired by the organization to be provided by DOE and the Technical Assistance Team and specify how this assistance will result in overcoming specific challenges.
- Provide an estimate for the amount of the requested Technical Assistance, including labor hours if known. If unable to estimate in labor hours, at a minimum, describe the anticipated DOE-provided Technical Assistance required.

**Roles, Responsibilities and Capabilities:**

- Provide a description of the organization’s structure, including roles and responsibilities of key personnel to accomplish the goals of the project.
- Describe the roles of all partners on this project, including financiers, installers, architects, planners, tradesmen, landlords, etc. Provide a letter from each one stating their commitment to the project, as noted under “Project Implementation, Letter(s) of commitment” paragraph, above. Also provide contact information for each partner.
- Describe the relevant experience of the organization and partners. Provide a full description of the organization’s existing or prior work in the solar area, if any. Also include the organization’s prior experience with projects or installations of similar scale (not necessarily solar in nature).
- Provide resumes for key personnel, including organization and/or project partners, who will be engaged in work under the proposed partnership.

**Note: Save all resumes in a single file named “Resumes.pdf”, separate from the Project Narrative (Project.pdf) file.**

**B. Instructions for Submitting Requests for Technical Assistance**

1. Dates for Submissions: This Notice has submission dates of 03/12/2008 and 06/12/2008 for requests for Technical Assistance. Requests for Technical Assistance will be reviewed after each submission date. Requests will be reviewed in accordance with the procedure and criteria provided in Part V of this Notice. Upon completion of these reviews, selection of projects for Technical Assistance Team support will be made.

Requests received after the submission due date will be automatically considered and reviewed in the next cycle.

DOE reserves the right to add other submission dates or repost the Notice, pending review of the requests for Technical Assistance received during the open period. DOE may continue to enter into MOAs with selected organizations/entities, until the total value of DOE's Technical Assistance has been allocated or all selected projects have received the required Technical Assistance needed.

2. Submission of Requests for Technical Assistance:

All requests for Technical Assistance must be submitted to the DOE Industry Interactive Procurement System (IIPS) website: <http://e-center.doe.gov/>.

### Summary of Required Forms/Files

Your request for Technical Assistance must include the following documents (Note: add other files as necessary):

IIPS Designation	Attach the Following Documents	File Name
Application/Pre-Application	None	None
Budget	None	None
Project Summary/Abstract	None	None
Project Narrative	Project Narrative	Project.pdf
Certs/Assur/Representations	None	None
Attachment 1	Resume File	Resumes.pdf
Attachment 2	Letters of Commitment from Project Participants	PCL.pdf

3. Additional Submissions for Projects Selected for Support

When a request for Technical Assistance is selected for DOE support under this Notice, DOE reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to the following:

- Technical data regarding the solar installation, including but not limited to solar product, product manufacturers, or the site of the installation.
- Detailed information on individuals, firms or other entities planning or working on the installation.
- Project Management Plan, which could include project objectives, task structure, milestones tied to goals, schedules and performance measures for evaluating progress with regard to key tasks and/or deliverables, responsible organization(s) performing the work, and estimated costs to complete each task of the project.

## **PART IV - QUESTIONS**

### **A. QUESTIONS.**

Questions regarding the content of the notice must be submitted through the “Submit Question” feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the program notice on IIPS and then click on the “Submit Question” button. Enter required information. You will receive an electronic notification that your question has been answered. DOE will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website. All questions must be submitted no later than one week prior to the closing date.

## **PART V – REVIEW PROCEDURE AND EVALUATION CRITERIA**

### **A. Initial Review**

Prior to a comprehensive Technical evaluation, DOE will perform an initial review to determine that (1) the organization meets the eligibility requirements; (2) the information required by this Notice has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives/scope of this Notice. If a request for Technical Assistance fails to meet these requirements, it may be deemed non-responsive and eliminated from further review.

### **B. Comprehensive Evaluation and Criteria**

Once an initial review has been completed, a request for Technical Assistance is forwarded for further comprehensive technical review and evaluation by DOE Program and Project personnel. The request for Technical Assistance will be evaluated in accordance with the following criteria:

**Note: All bullets under each criterion will be considered with equal importance**

#### **Project Impact: [Weight – 40%]**

The evaluation of the Core Project Impact will focus on the:

- Size of installation in kW (or kW equivalent for thermal technologies) that fulfills the Notice objectives (> 100 kW). Adequacy and soundness of the assumptions and methodology for the calculations.
- Visibility of proposed project, including the estimated annual number of distinct visitors/viewings of the installation site.
- Novelty of the type(s) of solar technology to be used and/or the application of such technology along with the technical feasibility of the project.
- Likelihood for successful replication of the installation, both by the organization and/or by others.
- Additional considerations:
  - a. Level and effectiveness of outreach/education that the organization will conduct regarding the installation and solar energy benefits and characteristics, including the sustainability of such outreach/education.
  - b. Comprehensiveness and intensity of energy efficiency measures on a building or facility included as part of the project plan (if applicable).
  - c. Level of additional energy, environmental or other benefits gained from the project by the locality, State, or Nation.

### **Project Implementation: [Weight – 25%]**

The evaluation of Project Implementation will focus on the:

- Adequacy of description of proposed solar installation, including any planning/scoping/construction or any other work done to date. This includes any corollary work performed by the organization or others to date (e.g., construction of the building on which solar project will be housed) and the status of such work.
- Practicality of the project timetable of the important activities or phases of the project, including any activities planned beyond the timeframe of Technical Assistance provided. Higher evaluation scores will be given to those projects that meet the stated requirements and lead to early hardware installations.
- Reasonableness of the estimate for the total costs for the installation, **excluding** the cost of the requested Technical Assistance. This estimate should include all activities/projects/elements that are necessary to complete the installation. Adequacy of the financial resources of the organization (and partners, as applicable).
- Adequacy of the identification of obstacles to the completion of the installation, and how the organization plans to address these obstacles.
- Financial soundness of entire project, including the financial soundness of the organization and all partners. Includes stability as evidenced by letters of financial commitment.

### **Technical Assistance Requested: [Weight – 20%]**

The evaluation of Technical Assistance Requested will focus on the:

- Appropriateness of how the organization intends to utilize DOE-provided Technical Assistance and how this assistance will result in overcoming specific challenges.
- Potential leveraging of Technical Assistance, measured by the level of Technical Assistance requested in relation to the total cost to complete the project.

### **Roles, Responsibilities and Capabilities: [Weight – 15%]**

The evaluation of Roles, Responsibilities and Capabilities will focus on the:

- Appropriateness, adequacy and clarity of the organization's structure, including roles and responsibilities of key personnel to accomplish the goals of the project.
- Demonstrated level of commitment of all project partners as evidenced by letters of commitment.
- Degree of relevant experience of the organization and partners, with weight given to any past experience in the solar area and/or leading a project of similar size or scope.
- Qualification for key personnel, including the organization and/or project partners, who will be engaged in work under the proposed partnership.

### **C. Program Portfolio Factors**

The selection official will consider the following Program Portfolio Factors in the selection process:

- Selection of applicants to achieve a balance of complementary projects, to meet the overall Market Transformation goals and objectives of the Solar America Initiative. Balance of complementary projects may include review of: geographic diversity, technological diversity (e.g. photovoltaics, concentrating solar power, solar water heating, solar space heating), and or market diversity (e.g. residential, commercial, industrial, utility).



REFERENCE MATERIAL

Appendix A – Memorandum of Agreement (MOA) Format

MEMORANDUM OF AGREEMENT  
DE-MOA36-08GO18XXX

BETWEEN

THE UNITED STATES DEPARTMENT OF ENERGY (DOE)

AND

NATIONAL RENEWABLE ENERGY LABORATORY  
SANDIA NATIONAL LABORATORY  
THE SOUTHWEST REGIONAL EXPERIMENTATION STATION  
THE SOUTHEAST REGIONAL EXPERIMENTATION STATION

*[DELETE LAB/STATION NOT BEING USED FOR THIS MOA AND THESE INSTRUCTIONS]*

AND

*[INSERT RECIPIENT ORGANIZATION NAME]*

ARTICLE 1 – PURPOSE

This Memorandum of Agreement (MOA) is entered into by and between *[INSERT RECIPIENT ORGANIZATION NAME]* (referred to as “Recipient”), DOE, and the *[INSERT PROVIDER ORGANIZATION OF TECHNICAL ASSISTANCE]* (referred to as “Provider”), (“the Parties”) for the purpose of establishing a mutual framework governing the respective responsibilities of the Parties.

The Parties will conduct collaborative activities to promote increased use of solar-powered technologies through *[insert description of the project, such as “the use of large-scale, high-visibility solar installation projects that can impact the solar technologies market and introduce novel solar technology and/or novel applications”]*. Technical assistance described in this MOA is provided in support of the Solar America Showcase project, referred to throughout this document as the Showcase.

ARTICLE II - OBJECTIVE

The objective of this MOA is to provide a framework in which the Provider will provide technical assistance to and participate in collaborative activities in support of the Recipient’s increased use of solar-powered technologies.

Depending on the assessed needs of the Recipient, each Provider may enlist collateral organizations and individuals to provide such technical assistance to the Recipient. The Provider will use such specifically assembled “Technical Assistance Teams” to provide subject matter and technical expertise in areas such as architecture, financial analysis, technology

applications, and planning. Technical Assistance Teams may comprise employees of the National Renewable Energy Laboratory (NREL), Sandia National Laboratory (SNL), Florida Solar Energy Center (FSEC) and New Mexico State University (NMSU). Other subject matter and technical expert consultants may be added to the Technical Assistance Teams as necessary. The Technical Assistance Teams will provide technical assistance designed to help Showcase Recipient's make informed decisions involving solar-powered technology policy, planning, and purchasing.

DOE 's objectives for the Recipient under the Solar America Showcase project include:

- Helping new solar technologies develop a performance record in the real marketplace, identify technical problems early in mass product releases, and devise solutions and alternatives that move specific solar technologies to cost-competitiveness by 2015.
- The development of a comprehensive approach to solar-powered technologies implementation, including key stakeholders, utilities, and private partners.
- A widespread increase in solar power by demonstrating the use in the Solar America Showcase.
- The Solar America Showcase demonstration and usage of large-scale solar installations that can be replicated by similar entities.
- A reduction in market barriers through activities such as streamlining solar-friendly permitting and zoning.
- An increase in public awareness of solar technologies through promotions, education, and general advertising of solar as a renewable source of energy via these visible installations.
- The integration of solar powered technologies into Recipient's plans for improving energy efficiency and conservation.

### ARTICLE III – SCOPE OF TECHNICAL ASSISTANCE

Specific technical assistance provided to the Recipient by the Provider, and specifically assembled Technical Assistance Team, under this MOA is identified in the scope of work at Attachment No. 1.

### ARTICLE IV – RESPONSIBILITIES OF THE PARTIES

#### A. Responsibilities of the *Department of Energy*:

- Identify a Project Officer at DOE as the point of contact (POC) to interact with the Recipient and Provider to ensure that the technical assistance provided in furtherance of the scope of work under this MOA is coordinated among the Parties.
- Facilitate the initial technical assistance planning discussions between the Recipient and the Provider.
- Perform scope of work reviews with the Recipient and the Provider at agreed upon intervals.
- Review and approve additional technical assistance requests from the Recipient for technical assistance beyond that described in Attachment No. 1.
- Ensure all proposed scope of work activities are consistent with the National Environmental Policy Act (NEPA) requirements, as applicable.

B. Responsibilities of the *Recipient*:

- Identify a POC to interface with DOE and the Provider to ensure that the technical assistance provided in furtherance of the scope of work under this MOA is coordinated among the Parties.
- Participate in discussions with the Provider to determine the appropriate scope of technical assistance to be provided to the Recipient. The scope of work is documented in Attachment No. 1 of this MOA by the DOE Project Officer and will not be changed except by mutual agreement between DOE, the Recipient, and the Provider.
- Make a reasonable effort to promote visibility of significant solar installations associated with the scope of work (through, e.g., kiosks, public outreach materials, etc.)
- Provide reasonable access to facilities, office space, resources, and assistance to the Provider and specifically assembled Technical Assistance Team representatives for the safe and convenient provision of technical assistance and to DOE personnel to carry out scope of work reviews.
- Obtain any required permits and comply with applicable federal, state, and municipal laws, codes, and regulations for technical assistance performed in furtherance of the scope of work under this MOA.
- In coordination with the Provider, request additional technical assistance beyond that described in Attachment No. 1 by submitting a written or electronic request to the DOE Project Officer. Requests for additional technical assistance may be submitted at any time using this protocol.
- Respond to DOE's reasonable requests, during the term of this MOA and for a period of two (2) years thereafter, for documentation relative to the outcome, success and economic benefit of the scope of work under this MOA. This provision, which requires performance after the expiration or termination of this MOA, shall remain in force notwithstanding the expiration or termination of the MOA.
- Work with all of the organizations identified in the Recipient's scope of work to increase chances of project success.
- Advise the DOE Project Officer of any and all activities conducted by the Recipient that result from the scope of work shown at Attachment No. 1.

C. Responsibilities of the *Provider*:

- Identify a POC to interface with DOE and the Recipient to ensure that the technical assistance provided in furtherance of the scope of work under this MOA is coordinated among the Parties.
- Participate in discussions with the Recipient to determine the appropriate scope of technical assistance to be provided by Provider and estimate the level of commitment. The scope of technical assistance is documented in Attachment No. 1 of this MOA by the DOE Project Officer and will not be changed except by mutual agreement between DOE, the Recipient and the Provider.
- As needed, assemble a Technical Assistance Team consisting of subject matter and technical experts capable of providing technical assistance to meet the Recipient's scope of work shown in Attachment No. 1. Designate a Technical Assistance Team

Lead responsible for planning, coordination, and execution of Technical Assistance Team activities.

- Perform the technical assistance requested by the Recipient as approved by DOE.
- With the Recipient, the Provider will draft requests for additional technical assistance beyond that contained in Attachment No. 1 and provide the DOE Project Officer with an estimated level of commitment to meet such request. Coordinate with the Recipient to assure timely submission of the proposed request for additional technical assistance to the DOE Project Officer for approval.
- Prepare monthly summaries of technical assistance provided, level of commitment expended, and outcomes to the DOE Project Officer.
- Complete annual reports 12 and 24 months following execution of the scope of work shown at Attachment #1 and submit the reports to the DOE Project Officer and the Recipient.

#### Alternate 1

#### ARTICLE V – PROPRIETARY INFORMATION AND INTELLECTUAL PROPERTY

*(Use Alternate 1 if MOA is with one of the Labs)*

Prior to participating in Showcase activities where confidential or proprietary information will be disclosed, Recipient and Provider representatives shall execute a non-disclosure agreement agreeing not to disclose such confidential or proprietary information; Government employees are bound by the provisions of the Trade Secrets Act (18 USC 1905) to not disclose confidential or proprietary information obtained during the course of their Government employment.

It is not anticipated that the technical assistance provided will result in inventions. However, in the event that an invention is conceived or first reduced to practice by any employee of the Parties, within the scope of this MOA, rights to such invention(s) shall be governed by the patent policy of Section 9 of the Federal Non-nuclear Energy Research and Development Act of 1974, 42 U.S.C. 5908, except to the extent that the Provider shall assert rights to such invention(s) as specified under its Prime Contract, if applicable.

#### Alternate 2

#### ARTICLE V – PROPRIETARY INFORMATION AND INTELLECTUAL PROPERTY

*(Use Alternate 2 if MOA is with one of the RES's)*

Prior to participating in Showcase activities where confidential or proprietary information will be disclosed, Recipient and Provider representatives shall agree not to disclose such confidential or proprietary information. Government employees are bound by the provisions of the Trade Secrets Act (18 USC 1905) to not disclose confidential or proprietary information obtained during the course of their Government employment.

It is not anticipated that the technical assistance provided will result in inventions. However, in the event that an invention is conceived or first reduced to practice by any employee of the Parties, within the scope of this MOA, rights to such invention(s) shall be governed by the patent policy of Section 9 of the Federal Non-nuclear Energy Research and Development Act of 1974, 42 U.S.C. 5908.

## ARTICLE VI – IMPLEMENTATION

### A. Obligation of Funds

This MOA shall not be used to obligate or commit funds or as the basis for the transfer of funds. In no event shall the value of the Technical Assistance provided by DOE to the Recipient exceed the amount reflected in the attachment(s) to this MOA unless additional Technical Assistance is agreed to in writing by all parties.

### B. Other Relationships or Obligations

This MOA shall not affect any pre-existing or independent relationships or obligations between the Parties. Nothing in this agreement is to be construed to infer in any way the basic responsibilities of any Party for independent action.

*(Insert the following if MOA is with a RES, otherwise delete)*

DOE funding for the provision of technical assistance will occur through cooperative agreement award DE-FC36-05GO15149 with New Mexico State University for the Southwest Regional Experimentation Station. Nothing in this agreement shall be construed to require additional funds to be expended by DOE under cooperative agreement award DE-FC36-05GO15149

*or*

DOE funding for the provision of technical assistance will occur through cooperative agreement award DE-FC36-05GO15150 with the Florida State Energy Center for the Southeast Regional Experimentation Station. Nothing in this agreement shall be construed to require additional funds to be expended by DOE under cooperative agreement award DE-FC36-05GO15150.

### C. Severability

Nothing in this MOA is intended to conflict with current law or regulation or the directives of the Department of Energy. If any provision of this MOA is determined to be invalid or unenforceable, the remaining provisions shall remain in force and unaffected to the fullest extent performed by law and regulation.

### D. Compliance with Laws

The Parties shall each be responsible for their own compliance with applicable laws and regulations, including export control laws, in performing under this MOA. The construction, validity, performance, and effect of this MOA for all purposes shall be governed by the laws applicable to the Government of the United States.

## ARTICLE VII – AMENDMENT, MODIFICATION, AND TERMINATION

This MOA shall remain in effect and be binding upon the Parties from the date of the last signature of this MOA to [\[INSERT DATE, usually 18 to 24 months\]](#). This MOA may be modified or amended only by written agreement of all Parties. Any Party may terminate this MOA by

providing written notice to the other Parties. The termination shall be effective upon the tenth calendar day following notice, unless an earlier or later date is agreed to by all Parties.

## ARTICLE VIII – NOTICES AND PARTIES' POINTS OF CONTACT

- A. The addresses, telephone numbers and facsimile numbers for the Parties are as follows:

Recipient Contact: *Insert Organization and name of Recipient Point of Contact for each Showcase*  
*Name*  
*Organization*  
*Title*  
*Address*  
*Phone Number*  
*Email Address*  
*Fax Number*

DOE Contact: *Insert name of DOE Project Officer for each Showcase*  
*Name*  
*Organization*  
*Title*  
*Address*  
*Phone Number*  
*Email Address*  
*Fax Number*

Provider Contact: *Insert Provider Point of Contact for each Showcase*  
*Name*  
*Organization*  
*Title*  
*Address*  
*Phone Number*  
*Email Address*  
*Fax Number*

## ARTICLE IX – MOA AND MODIFICATIONS

This MOA with Attachment(s) contains the entire agreement between the Parties with respect to the subject matter hereof, and all prior representations or agreements relating hereto have been merged into this document and are thus superseded in totality by this MOA. This MOA shall not be effective until approved by DOE, the **[INSERT RECIPIENT ORGANIZATION NAME]**, and the **[INSERT PROVIDER ORGANIZATION OF TECHNICAL ASSISTANCE]**.

Executed in duplicate on the dates indicated below:

By: \_\_\_\_\_ Date: \_\_\_\_\_  
***[INSERT CONTRACTING OFFICER'S NAME]***  
Contracting Officer  
U.S. Department of Energy

By: \_\_\_\_\_ Date: \_\_\_\_\_  
***[INSERT DESIGNATED OFFICIAL'S NAME]***  
***[INSERT DESIGNATED OFFICIAL'S TITLE]***  
***[INSERT PROVIDER ORGANIZATION OF TECHNICAL ASSISTANCE]***

By: \_\_\_\_\_ Date: \_\_\_\_\_  
***[INSERT DESIGNATED OFFICIAL'S NAME]***  
***[INSERT DESIGNATED OFFICIAL'S TITLE]***  
***[INSERT RECIPIENT ORGANIZATION NAME]***

## Appendix B – Industry Interactive Procurement System (IIPS)

**FOR HELP, CONTACT THE IIPS HELP DESK AT 1-800-683-0751 (SELECT OPTION 1) OR AT [helpdesk@pr.doe.gov](mailto:helpdesk@pr.doe.gov)**

### 1. Locate Announcement/Amendments

- Go to the IIPS website at <http://e-center.doe.gov>
- Click on “Browse Opportunities” and scroll down to view DOE Financial Assistance Opportunities (Viewing “Opportunities by Contracting Activity” is recommended.) Click on the “Browse Financial Asst.” button **OR** Click on the “Login” button if you are already registered. Click on the radio button that says “IIPS - Financial Assistance” and click on the “Login” button again. Enter User Name and Password. Click on any of the options for viewing the Notice of Opportunity of Technical Assistance, whichever is easiest for you to locate the Announcement. (Viewing “Opportunities by Contracting Activity” is recommended.)
- Click on the folder (or blue arrow depending on your server) next to the “Golden Field Office”
- Locate and click on the Announcement number, DE-PS36-07GO97008, to view the “Notice of Opportunity for Technical Assistance”
- Scroll to the bottom of the page, where you will find the attached announcement, under “Full Announcement & Other Files.”

### 2. View Announcement Messages/Amendments

- Click on the folder next to the Announcement number to view amendments and announcement messages.

### 3. IIPS Registration

You only have to register once on IIPS. This registration is permanent and is used for all IIPS submissions. If you have already registered, it is unnecessary to register again. If you have not previously registered, it is encouraged to register in IIPS at least 14 days prior to the Announcement closing date. To register:

- Go to the IIPS website at <http://e-center.doe.gov>.
- Click on the “Register” button.
- Click on the radio button next to, “Check this box for IIPS” and then click on the “Proceed to Form” button.
- Read the “Notice of Disclaimer” and click on “I Accept” if you are in agreement. (Clicking on “I Decline” will return you to the main registration page.)
- Complete the Registration Form. Also print this page, which contains your password, for future reference.
- Click on “Submit Registration.” You will receive a confirmation of receipt of registration.
- You will also receive an email confirming successful registration. If you do not receive this email confirmation within one business day, contact the IIPS Help Desk.

### 4. Join Mailing List

It is highly recommended that you join the mailing list, to receive announcement messages.

- To do so, follow the direction in item 1. Locate Announcement, and then click on the “Join Mailing List” button, enter the required information, and submit.
- After someone has joined the mailing list, he will receive an email each time an announcement message is posted.



- However, he should visit the announcement page periodically to ensure receipt of the latest information.

#### 5. Electronic Submission

Submissions must be in accordance with the instructions in the announcement.

#### 6. Electronic Signature

Submissions through IIPS constitute submission of electronically signed applications. The name of the authorized organizational representative (i.e., the administrative official, who, on behalf of the proposing organization, is authorized to commit you to the conduct of a project) must be typed in the signature block on the form to be accepted as an electronic signature. A scanned copy of the signed documents is not required.

#### 7. Submissions

You are strongly encouraged to submit applications at least 48 hours prior to the deadline for submissions to ensure timely submission and allow time to resolve any possible transmission problems. To submit an application, follow these steps:

##### Step 1 – Prepare Submission

All required files necessary for a complete submission should be prepared in accordance with the instructions in the announcement prior to starting the transmission process. Files should be completed, organized and named as instructed in Announcement part entitled “Content of Submissions and Submission Instructions” before proceeding to submit. You should submit the entire package in one IIPS session (do not logoff before all the files are attached).

##### Step 2 – Create Application

- Enter the IIPS website at <http://e-center.doe.gov>.
- Click on the “Login” button.
- Click on the radio button that says, “IIPS - Financial Assistance” and click on “Login” button again.
- Enter your user name (as shown on your registration email confirmation) and password. Note: These are case sensitive.
- Click on any of the options for viewing the Announcement (Opportunity), whichever is easiest for you to locate the announcement. (Viewing “Opportunities by Contracting Activity” is recommended.)
- Click on the folder (or blue arrow) next to the Golden Field Office.
- Locate the Announcement for which you are applying and click on it.
- Click on the “Create Application” button and complete the information on the Application Cover Page. In order for DOE to accurately identify each application, you must enter a unique project title in the “Subject” line.
- Click on “Continue”.

##### Step 3 – Attach Application

- Click on “Attach Application”.
- Scroll to the bottom of the page and attach each file in the corresponding block on the page, as outlined in the announcement, and then click on “Submit.” Up to 10 files may be attached. Keep file sizes to a minimum to ensure a shorter transmission time. Be patient while your files upload.

- IIPS will provide a "Submission Confirmation" with a tracking number, please print this page for your records

Once you begin the "Create Application" process, there will be a record created in IIPS. Therefore, you must verify that duplicate applications were not inadvertently created in IIPS. If a duplicate was created, follow the steps outlined in Appendix B, Item 9.a.

**In the event that two or more Submissions are received from the same entity with the same unique project title, only the Submission with the LATEST transmission start time will be considered for review. The submission must be received on time.**

#### 8. Multiple Submissions for Unique Projects

You may upload more than one submission under the same announcement; however, each submission must be uniquely titled. For each submission, you are required to follow the instructions in "Submit Application." Each submission must be complete and shall not rely upon another submission of the required documents.

#### 9. Deletion of Submissions (Including all files) from IIPS:

To delete or withdraw a submission or a submission file, contact the IIPS Help Desk requesting the submission be removed. The following information is required when requesting to have a submission deleted:

- Registered User's Name as well as User Name of requestor (if different)
- Email address of the registered user as well as requester (if different)
- Company/University Name
- Complete Announcement Number
- Complete Proposal Tracking Number
- Date Submitted (optional)

In addition, if a submission is deleted after the closing date, inform the Contract Specialist shown on the announcement, via email.

##### a. To submit a revised submission:

After the Help Desk has removed the requested submission, follow the steps in "Submit Application" to upload a revised submission (i.e. cover page and all required files).

##### b. To submit a revised file:

After the Help Desk has removed the requested file from your submission:

- Locate the announcement.
- Click on the yellow folder next to the announcement number.
- Click on the cover page of your submission, click on the "Attach Application" link, and attach the revised file. Files received past the submission due date may be considered and reviewed in the next cycle.

#### 10. IIPS Questions

View the "IIPS Frequently Asked Questions" by clicking on the "Help" button and scrolling to the bottom of the page. You may also contact the IIPS Help Desk at 1-800-683-0751 (select Option 1) or at [helpdesk@pr.doe.gov](mailto:helpdesk@pr.doe.gov) for questions regarding the operation of IIPS.

#### 11. Submit a Question on the Content of the Announcement

"Locate Announcement", then click on the "Submit Question" button and enter required information. You will receive an electronic notification when your question has been answered.

DOE EERE will try to respond to a question within 5 business days, unless a similar question and answer have already been posted.

12. View Questions and Answers

"Locate Announcement", then click on the "View Questions" button. If no questions have been submitted and answered, a statement to that effect will appear. You should periodically check the IIPS website for new questions and answers.

13. IIPS Resources

IIPS User Guide

This is an A-Z IIPS User Guide--anything and everything you would ever want to know about IIPS. This user guide can be found at: <http://e-center.doe.gov/doebiz.nsf/Help?OpenForm> by scrolling to the bottom of the page.